

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF GEORGIA



Human Resources Office  
75 Ted Turner Drive, SW, Room 2013  
Atlanta, Georgia 30303-3309  
Vacancy Announcement: #16-10  
Opening Date: February 11, 2016  
Closing Date: February 26, 2016, or until filled

**OFFICIAL COURT REPORTER**

More than one position will be filled through this announcement

The United States District Court for the Northern District of Georgia has immediate openings for Official Court Reporter. The positions are located in Atlanta. Travel to other locations within the district may be required on occasion. ***Official Court Reporters are appointed by and serve at the pleasure of the court and must comply with the requirements of the Judicial Conference of the United States and the Court Reporter Management Plan of this court.***

**DUTIES:**

The Official Court Reporter is responsible for reporting verbatim testimony of court or other proceedings as specified by statute, rule, or order of the court. The position requires the ability to read back any or all portions of the court record, to work well under pressure, and to produce transcripts within required time limitations. The Official Court Reporter provides transcripts as required within the time frames and consistent with the fee schedule of the Judicial Conference of the United States and the Court Reporter Management Plan.

**QUALIFICATIONS (MINIMUM):**

- (1) At least four years of prime court reporting experience in the freelance field of service, or in other courts, or a combination thereof;
- (2) Qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA), or passed an equivalent qualifying examination;
- (3) Successfully completed the certified realtime reporter examination through the NCRA or the United States Court Reporters Association and possess a valid certification as a Certified Realtime Reporter (CRR); and
- (4) Skilled in the use of Computer Aided Transcription (CAT) equipment.

**SALARY:**

The appointee shall receive the salary for court reporters set by the Judicial Conference of the United States plus authorized transcript fees.

**Realtime Certification**

**\$87,113 per annum**

**Merit and Realtime Certification**

**\$91,072 per annum**

**TOUR OF DUTY:**

The tour of duty is 8 hours per day, 8:30 a.m. to 5:15 p.m., except as otherwise directed. Official Court Reporters are subject to the policies and procedures of the Judicial Conference of the United States and those established by the Northern District of Georgia.

**NOTICE TO APPLICANTS:**

Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the court. Each new court reporter must serve a one year probationary period of appointment. All employees are required to adhere to a Code of Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a background investigation with law enforcement agencies, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination is made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be United States Citizens or eligible to work in the United States.

The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

**EMPLOYEE BENEFITS:**

Federal Government Civil Service classifications or regulations do not apply. Court employees enjoy comparable benefits to other Federal Government employees such as:

- Accrual of paid vacation and sick leave days based on length of service, 5 U.S.C. 6301, et seq.
- Ten paid holidays per year.
- Health, dental and vision insurance programs; Federal Employees Group Life Insurance; Long Term Care Insurance; and, pre-tax Flexible Spending Accounts.
- Public Transportation Subsidy program.
- Commuter Reimbursement program.
- The Federal Employees Retirement System (FERS).
- Thrift Savings Plan (employer matches up to five percent of employee contribution).

**APPLICATION PROCESS:**

To apply for this position, qualified applicants should submit: 1) an application, Form AO 78, Federal Judicial Branch Application for Employment (available via the following link: <http://www.uscourts.gov/forms/AO078.pdf>); 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education, employment and salary history. Completed package should be submitted electronically to [HR\\_GAND@gand.uscourts.gov](mailto:HR_GAND@gand.uscourts.gov) or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #16-10, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3309**. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses will not be reimbursed.

*The United States District Court is an Equal Opportunity Employer.*